Scanning the CARD Table

Transactions should be adjusted at least once a month. The cardholder has the option of doing the adjustments daily if desired.

If doing several invoices at once, it is recommended the invoices be placed in alphabetical order. The correct cost structure should be written on the invoice, the 2109 (if an individual 2109 was done in lieu of a blanket 2109) or the credit card log book. This will make reconciliation easier because it is not possible to scan for a specific vendor.

STEP 1.   Go to the CARD Table from any FFS Table by keying an "N" in the Action field and CARD in the SCREEN field and pressing "ENTER"

STEP 2.   Bring up transactions for a specific cardholder:
- Key an "S" in the Action Field
- Key the last 10 digits of the cardholder account number
- Key the Invoice Date (mm dd yyyy)
- If field not keyed, the first transaction in CARD for the cardholder will be displayed

STEP 3.   "ENTER". The first transaction by cardholder number and by invoice date will be displayed.

STEP 4.   Verify the transaction. If transaction is not valid, dispute the charge with Bank of America. If the transaction is valid, but the goods/services have not been received, note the invoice date of the transaction so you can easily return to the transaction to make adjustments if necessary when the goods/services arrive.

STEP 5.   Does the transaction require any adjustment to the cost
structure (including budget object class)?

Yes   Refer to instructions on processing non-
referencing adjustments and processing
referencing adjustments.

No   Key a "C" in the Action Field and "ENTER" to
change the review flag to a "Y". The next time
you scan this record, you will know you already
looked at it and it didn't need adjusting. Then
key an "R" in the Action Field and "ENTER".

STEP 6.   Write down the Invoice Date so the next time you go into
CARD, you can begin with this invoice date and not have to
enter through all the previous transactions.

CARD Table before Adjustment

```
 ACTION: S  SCREEN: CARD USERID: XXXX
 BANK CARD ACCOUNTING RE-DISTRIBUTION TABLE
 KEY IS CARDHOLDER #, INVOICE DATE, SEQ NUM, SUB SEQ
   CARDHOLDER #: 1234567812        CARDHOLDER: DOE, JANE
   INVOICE DATE: 11 06 2003     TRANSACTION#: 83442148082
       SEQ NUM: 001 OF 001     DOC NUM/LINE: NB BC990106001 025
=======================< DETAIL PURCHASE INFORMATION >==========================
 PURCHASE DATE: 10 08 2003                  PURCHASE AMOUNT:     17.90
     MERCHANT: ABC HARDWARE 7597724074    PURCHASE ADJUSTED:      0.00
      CITY/ST: MANY FARMS   AZ            BALANCE (DEFAULT):     17.90
 LAST    REF#: 67425858343356000007822    MERCHANT CAT CODE: 5541 REVIEWED? Y
 SUB    =================< DEFAULT ACCOUNTING INFORMATION >=====================
 SEQ    BUDGT FYS   FUND   BUD ORG   CST ORG    PROGRAM   JOB NUM     RPTG    BOC
 000    2003               60120               12610000                     261A
 SUB    =================< ADJUSTMENT ACCOUNTING LINES >=======================
 SEQ    BUDGT FY  BUD ORG  JOB NUM   BOC   ADJUST AMOUNT

 REF DOC NUMBER/LINE:                            P/F       ADJUST DATE:
 DESCRIPTION:                                    ADJ POST?

 REF DOC NUMBER/LINE:                            P/F       ADJUST DATE:
 DESCRIPTION:                                    ADJ POST?
```